THE CHRISTIAN QUEST

Youth and Jesus' Way of Life

HOW A LEADER USES ORGANIZATION

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Pamphlet Number Four

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THE CHRISTIAN QUEST

Youth and Jesus' Way of Life

LEADER'S MANUAL

Basic Materials,
Pamphlet 4

HOW A LEADER USES ORGANIZATION

"Often youth stands around waiting for the organizer to come along"—J. S. KIRTLEY (Adapted)

Materials to be Used as Aids in Building a Church Program with Youth

Prepared by the
COMMITTEE ON RELIGIOUS EDUCATION OF YOUTH
Approved for experimental use, February, 1927, by the International Council of Religious Education

INTERNATIONAL COUNCIL OF RELIGIOUS EDUCATION
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WHAT THIS PAMPHLET IS

1. It belongs to a series. Therefore, although dealing with a single topic, it can best be used in connection with others in the series. The pamphlets now ready (September, 1927) are—

I. Basic Materials

1. Qualities of an Effective Leader
2. How a Leader Proceeds with a Group
3. How to Study Individual Growth
4. How a Leader Uses Organization
5. Program Suggestions for Group Leaders

II. Resource Materials

6. Worship and Leaders of Youth
7. Youth and Recreation
8. Dramatics and Leaders of Youth
9. Use of Famous Pictures with Youth
10. Story-telling Projects for Leaders of Youth
11. Book Friends of Youth

Others will be issued annually.

All these can be secured from the agency and the address given on the title page.

2. It is intended to be an **aid in building a complete, all-round, balanced Christian program for any group of youth** in the church.

3. It has been prepared by a committee representing **forty denominations, fifty-six state and provincial councils of religious education,** and **a number of other Christian agencies** in the field of youth.

4. The Committee desires the aid of leaders everywhere in enriching the materials by sending in the **report of the experience** given on the last pages.

WHAT TO DO WITH THIS PAMPHLET

With a Personal Record for the Leader who Finds Help in a Written Account of His Work

1. **Get the Others in the Series**—including the loose-leaf cover binder.

2. **Read It Through Carefully**

   Date first read ..... My general impression .....

3. **Talk It Over with Others**

   With whom? Result?

4. **Do Some Further Reading**

   (See page 34.)

5. **Study Present Organization**

   Date .....Effect upon my own work .....

6. **Register Yours as a Co-operating Group**

   (See form on page 35.)

   (Unless you have already used form in some other pamphlet)

   Group registered on .....

7. **Send in Report of Experience**

   (See form on page 37.)

   Report sent in on .....

   Name of Leader .....

   Name of Group .....

   Church of Other Organization .....

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How a Leader Uses Organization

"Organization! What a word! Used as an end in itself, I have seen it become a weight tied to the ankle of Progress and Initiative. But—used as a means to an end greater than itself, I have seen it serve as Wings to Lift the Spirit of Man on His way to Life itself."—Anonymous.

In the development of life from birth to old age there are certain well defined periods. These periods, natural groupings, or stages of growth, have been recognized for some time in education, and church schools are being organized more and more with the same groupings in mind. It is generally agreed that there are three natural life periods: childhood, youth or adolescence, and adulthood. Within the period of adolescence, the age limits of which are roughly twelve to twenty-three, there are three well defined age-groupings, namely, early adolescence, twelve to fourteen inclusive, middle adolescence, fifteen to seventeen, and later adolescence, eighteen to twenty-three. These age groupings constitute the intermediate, senior, and young people's departments in the church school which is of average size or large, while in the small school they may be grouped together as the young people's department.

This booklet is issued as a guide to teachers and leaders of youth. Youth throughout this discussion is defined to include all intermediate, senior, and young people's age groups. It will also be helpful to the boys and girls who are themselves taking places of leadership, particularly in the senior and young people's departments. The booklet deals only with the question of organization and it does not touch upon program and program materials.

In discussing the question of organization, therefore, the entire adolescent period is considered. The church school is defined by many to mean all the educational organizations within the church that affect the life of its members, such as the Sunday school with its organized classes and departments, young people's societies, the vacation church school, the week-day church school, and club organizations of every type. The following pages include a discussion of general principles of organization, the application of these general

principles to the different organizations, and such a correlation or unification of all these organizations of the church as will make possible a complete program of Christian education. It will, therefore, be helpful to leaders who now use any of the various organizations used in the church.

I. WHY ORGANIZE

"My group needs an organization; what shall I do about it?" asks a leader of girls. **Why** does her group need an organization? Leaders have given the following answers:

1. Organization is in itself a means of **developing the leadership ability** of youth.

2. **Every successful group** seems to be organized and youth wants to be successful.

3. Organization **distributes responsibility** and provides for co-operative participation by youth and leader.

4. Organization is the **vehicle needed to carry the program,** and is the best means of getting things done.

5. Organization is more than a means for getting the program into action. It **is an integral part of the program itself.**

The making of an effective organization depends upon the leader's point of view in organizing. Is he [1] or she as a leader thinking of organizing the group or of helping them to form their own organization? There does not seem to be much difference between these two attitudes, but they represent entirely different points of view. If organization is to help in the development of character it must be organization planned and conducted by youth.

II. PRELIMINARY QUESTIONS FOR LEADERS

"My group is anxious to organize. How can I help them to get started right?" Is the leader sure that the group is really anxious to organize? Sometimes he reads his own desire into the reactions of the members of his group. The leader should talk the matter over with his group and find

[1] The word "he," or "his," etc., as used in this pamphlet to describe a leader, is used in its generic sense by which it refers either to a man or a woman. It seemed better to the Committee to follow this plan than to use each time the cumbersome statement "he or she," or "his or her," etc. Women leaders are, therefore, reminded that these materials are intended for both sexes.

out whether they are anxious to organize. If little interest on the part of the group themselves is evident, no attempt should be made to organize until their interest has been aroused. If it is felt that the group should be organized, they should be helped to see the need for organization as the leader sees it. This may be accomplished by discussing the possibilities of organization with the group allowing the members to indicate the advantages and disadvantages and the way in which an organization will help to make their plans effective. A successful organization cannot be superimposed upon a group by any leader but must grow out of the group itself.

1. WHAT SHALL BE DONE AT THE FIRST MEETING?

No matter what kind of group is planning the organization, the first meeting will follow much the same type of procedure. It may be held at the home of the leader, of one of the members of the group, or at the church.

The following order of business has been found helpful in conducting first meetings. It is merely suggestive and should be followed only in so far as it meets the needs of the group. As a rule the adult leader presides at this initial meeting.

a. Prayer: By the leader or a member of the group.

b. The election as temporary chairman of the leader or any member of the group.

c. This temporary chairman may request some member of the group to act as secretary until the election of officers.

d. The leader and, if possible, some of the members of the group may then explain the reasons for such an organization as is being contemplated.

e. The group should then be given opportunity to discuss the question of organization and to decide whether or not they want to organize.

f. If the group is ready to proceed with the organization they should then decide upon the form of organization and the officers needed. Ordinarily it is wise to wait for the election of all officers until after a constitution has been prepared and accepted and the number of officers and their duties definitely decided upon.

g. The group will probably want to select a committee to prepare and present a tentative constitution.

Probably time will not permit the transaction of further business at this initial session. The group will decide upon the time and place of the next meeting when the tentative constitution will be discussed, amended if desired, and approved. Games and refreshments may follow the initial meeting.

2. HELPING THE GROUP TO PREPARE A CONSTITUTION [2]

Keeping in mind the point of view already emphasized, the constitution for a group should grow out of the group itself. The following procedure will be found helpful to the committee or group working out the constitution. The greatest freedom should be exercised in restating questions, changing their order, adding to them and subtracting from them to meet the needs and interests of your groups.

ARTICLE I. Purpose.

The purpose of this group shall be to . . . . . , ...

Questions to Help a Group to Determine Its Own Purposes [3]

1. What are some of the things this group has been doing these past months?
2. What do you like best? Why?
3. Which are most worth while? Why?
4. Which are least worth while? Why?
5. Why do you want an organization? Give the reason which caused you to belong to and want this organization.
6. How will organization help?
7. For what things will organization provide opportunity which you now lack?
8. What services should this group render to its members?
9. What services should this group render to its home, its churches, its schools, its community, the nation, the world?
10. With these needs and objectives in mind, what should be the purpose of organization?

[2] In preparing this section much suggestion and help has been received from a treatment in "Methods for Group Leaders" issued by the Committee of Counsel and Guidance of the Christian Citizenship Program of the Y. M. C. A.

[3] The questions in this and succeeding sections do not belong to a complete constitution but are merely guides in deciding what the constitution shall be. The leader will note that what is given here is not a ready-made complete constitution, but a guide to aid the group in preparing its own constitution.

11. What passage of Scripture would most nearly express the purpose of our organization? (Luke 2:52; Matt. 20:28; Luke 10:27; Phil. 4:8 are suggestions.)

The work of the organization should be evaluated each year in the light of its purposes.

ARTICLE II. Name.

The name of this organization shall be the . . . . . class, department, society, club, etc., of the . . . . . .

Questions to Help the Group to Decide Upon Its Name

1. What is the value of choosing a name for our organization?
2. What kind of name shall we have? (It may be that the name is already determined by the national affiliation of the group.)
3. Is there value in naming our group after some celebrated man or woman?
4. How will the name help us to visualize our purpose and create a motive for living up to our group standards?

The discussion of these questions may determine some worth while investigation into biographies, symbolic names, etc. These investigations may be useful material for the group programs. See Appendix, page 25 for suggestions regarding names.

ARTICLE III. Membership.

Membership in this group is open to . . . . . .

Questions to Help the Group to Decide What Its Basis of Membership Shall Be

1. What is the purpose of our group?
2. What limitations shall there be to membership as to number, age, qualifications, etc., if the purpose is to be met?
3. What type of boy or girl shall be considered?
4. What voice shall the group have as to who comes in?
5. How often shall new members be voted in?
6. How shall we test applicants? How admit them to membership? By initiation? By ritual? By pledge?

ARTICLE IV. Finances.

The budget or dues of this group shall be . . . . . .

Questions for the Discussion of Finance

1. Do we need money? For what?
2. How much do we need?
3. How shall we get the money we need?
4. Shall we have monthly dues or a budget for the year with each member making a definite pledge?

5. What proportion of a weekly or monthly allowance shall be paid in dues or as a pledge to the budget?
6. Shall pledges or dues be paid weekly, or how? Shall we have an initiation fee? How much, if any?
7. How shall we deal with members who are delinquent in payment of pledges or dues?

In connection with the discussion of funds the leader will need to consider the matter of budget building. This is discussed on pages 18-20 of this leaflet.

ARTICLE V. Officers.

The officers of this group shall be . . . . . .

Questions to Help in Choosing Officers

1. What officers shall the group elect? Why?
2. How and when shall they be elected?
3. What shall be the duties of each?
4. What will you call your officers? What names of officers would the purpose of the group suggest?
5. Which of these names seem most in keeping with the purpose of the group?
6. What shall the leader and assistant be called?

ARTICLE VI. Affiliation with Other Groups.

Questions to Help the Group to Decide What Affiliations are Advisable

1. Do you think that this group can do its best work alone? What are the reasons for your answer?
2. With what other organizations within our church should we be related?
3. How should this relationship be established?
4. Should the group be affiliated with any local, state or national, or other organization?

ARTICLE VII. Meetings.

The meetings of this group shall be held . . . . . .

Questions for Discussion of Meeting Schedule

Time.

1. Is, or is not, once a week too often to get togther? Why?
2. When shall we meet?

Place.

1. What sort of things shall we be doing at our meeting? What kind of meeting place do we need?
2. Where can we find such a place?
3. How could we get it?

Program.

1. What shall be the order of our meeting?
2. What activities does our purpose suggest?
3. How can we get the necessary variety of activities?
4. What types of activities should we have each month?
5. What individual activities shall we have?

The discussion of the questions above will have to do with the program of the group. For help in this see the pamphlets "How a Leader Proceeds with a Group," "Program Suggestions for Group Leaders," etc., issued in connection with the Christian Quest, and other program materials.

ARTICLE VIII. Quorum.

A quorum shall be constituted when . . . . . of the regular membership is present.

Questions to Help to Determine a Quorum

1. How many should be present in order to make decisions for the group?
2. What happens in a group where a few members decide something important in the absence of the rest?
3. What are the advantages of having a quorum ruling? What disadvantages?
4. What effect has a quorum ruling upon attendance? Upon interest in the group?

ARTICLE IX. Committees.

The following committees shall be appointed . . . . . for the term ending . . . . . .

Questions to be Raised in Choosing a Committee

1. Do we need committees? If so, why?
2. How does the program which we have outlined affect the number and kinds of committees which we should have?
3. What committees shall we have?
4. Can a small or a large committee do better work? Why?
5. Shall we or shall we not try to have all the members of our groups on committees?
6. How many members shall be on each committee?
7. How long shall the committees serve?

ARTICLE X. Amendments.

This constitution may be amended by a . . . . . vote of the membership of the group, provided the amendment is proposed at a regular meeting of the group . . . . . days before it is voted upon.

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Questions to be Considered in Amending the Constitution

1. What is an amendment?
2. When should amendments be made?
3. Should an amendment be made often? Why, or why not?
4. Who should make amendments? How will they be suggested or started?
5. How much notice should be given before an amendment is voted upon?
6. What percentage of members must vote for an amendment tc make it effective?

In the appendix of this leaflet a constitution of a group is given as a guide to the writing up of the conclusions reached in this discussion. See page 25. It should be used in such a way for reference after the group has decided on its own statement.

III. WHAT VARIOUS TYPES OF ORGANIZATIONS MAY THERE BE IN THE CHURCH?

Organization has been discussed thus far without reference to any particular type. Within each church there may be various types of organization and the plans of a leader for organizing his group will be determined by the type of organization he is contemplating and by those already in existence. The number of organizations will, of course, vary with the size of the church.

1. THE ORGANIZED CLASS

The organized class is the smallest unit in the church school. As its name implies, its basis is the class of the Sunday school which meets for study on Sundays. Members of the class decide that they want an organization and meet with their leader for the purpose of organizing. The suggestions already given will help in these preliminary steps. The organized class is a unit of the organized department. Certain phases of its program may be worked out alone and other phases in co-operation with the other classes and group meetings of the department. In the appendix there will be found a discussion of the following items on the work of the organized class:

(1) Committees
(2) Officers
(3) Meetings

These have grown out of the experience of many workers and will help in many ways in the work of the group. (See pages 27-31.)

2. THE ORGANIZED DEPARTMENT

In many Sunday schools the classes are brought together into organized departments. Sometimes, as in the smaller school, this is a single department, but frequently two or three departments are formed, one for the intermediate classes, one for the seniors, and one for the young people. Occasionally the boys' classes have been taken together and made into one department and the girls' classes of the same age have formed another. This plan has not proved so satisfactory, however, as the plan which brings both boys and girls together in the same department.

The organized department of the Sunday school with its own pupil officers and adult advisory group is responsible for the worship service of the department as it meets on Sunday, and may add other elements in a complete program as seems necessary. In some instances the Sunday-school department attempts to carry the complete program. The suggestions made in connection with the organized class and its committees will prove valuable in making the organization contribute in the largest way to the development of youth.

3. THE YOUNG PEOPLE'S SOCIETY

Sometimes the youth of an age group are already organized or desire to organize for expressional purposes without reference to their Sunday school department or class. This expressional organization as a young people's society is a type frequently found in our churches existing entirely separate from all other organizations. Although for some leaders this is not the most satisfactory arrangement, others feel that it is; we shall, therefore, consider the society here as a separate organization.

The suggestions already given will help in the preliminary meetings and in building the constitution for the society. If the leader is planning an organization of this type he will need to keep in mind the definite age limits of the group, and the special tasks which the society has to perform. He will probably want to begin with a survey of the number of boys and girls eligible to belong to such an organization. The group will furnish the nucleus around which the society organization can be built. A great many societies plan to carry a program which includes worship, study, recreation, service and like activities, just as is frequently true of the organized Sunday-school class. For this reason the sug-

gestions made in the preceding pages for the organized Sunday-school class will also be helpful in the organization of a society.

4. ORGANIZED CLUBS

Another type of organization has grown up within some churches to take care of various activities of youth. These are clubs for special purposes. The program of these may be general in character, supplementing the work which is done by other organizations, such as missions, or it may be more specialized, as is true in athletic clubs, kodak clubs, dramatic clubs, and the like.

In some churches the organized classes in a department of the church school may be federated into a club such as—the intermediate boys' club, composed of all the boys' classes, and the intermediate girls' club, composed of all the girls' classes, each class keeping its identity within the group.

In all such organizations two things should be kept in mind. In the first place club organizations ought not to be unrelated to the educational program of the local church. The program which each has to offer is a part of the church's program of Christian education. The plan of organization which is decided upon may be one of the three suggested above or it may be a variation or combination of these. In any case it should give every youth an opportunity for membership and should allow for close connection with the church and its program.

IV. HOW MAY THESE ORGANIZATIONS BE BEST USED?

As the leader thinks of these organizations, with their separate and distinct programs, he realizes the need for bringing these together in a unified program. We often have three organizations with practically the same objective, working with the same membership, but related in no way in their program planning. This has resulted in waste of leadership, overlapping of program, and division of loyalties on the part of youth within the church. Probably the greatest organization problem which the leader will face lies just here, in bringing together the various independent organizations into a unified program of Christian education. Two plans will be discussed, namely, the correlated plan and the unified plan.

1. CORRELATED PLAN

a. Purpose of Such a Plan

Some leaders in approaching this problem have found that the first step is to bring together into co-operation the organizations that now exist in the church. This they have accomplished through intermediate, senior or young people's councils or cabinets, composed of representatives from the various organizations in each department, together with the adult leadership of the department. These councils or cabinets meet to discuss the program of the organizations represented. The purpose of this discussion is to see that the programs as planned do not overlap. For example, the council or cabinet seeks to avoid two entertainments coming the same week or an over-lapping of athletic activities. The council or cabinet also tries to discover additional activities which should be included in the programs of the various organizations in order that youth may have the advantage of all-around development. These activities are assigned to the organizations which seem especially fitted to carry them. As one thinks of this council or cabinet, he will see many opportunities for co-operation in order that the program of a department may be complete. One of the needed steps in this may be a change of age-limits in some of the organizations. A leader said, "The trouble with our **Intermediate Society** is that they are all **more than twenty-three years of age.**" This is an exaggerated case, but it indicates the situation in a good many places. For successful co-operation the organizations represented should be composed of persons of the same age.

b. How Such a Plan is Organized

The council or cabinet is composed of representatives from the various organizations that are to be brought together into a correlated department. Representatives may be elected by each of these organizations to hold office for one year or for less time depending upon the decision of the group. The adult leader of each organization should also be a member of the council or cabinet. In some instances the adult leaders form an advisory cabinet which acts more in an advisory capacity allowing the council to carry greater responsibility in the planning and promoting of the work.

The various organizations meet to elect their own council representatives. These representatives will choose the usual

officers demanded by any organization. The council will then determine the committees which it needs. This will have to be done upon the basis of a survey of the work which it plans to undertake. In some cases the chairman of the committee is a member of the council and each of the organizations represented in the council elects one member to the committee. For example, the chairman of the committee on worship is selected by the council from its own membership. The committee itself is composed of representatives from the organizations that make up the correlated department. These representatives may be the chairmen of the worship committees in each of the organizations. A plan such as this will give very close relationship between the programs of all the organizations.

c. Committees

For the names and duties of committees in such an organization the reader is referred to the appendix, page 35.

2. THE UNIFIED PLAN

a. Purpose of Such a Plan

The correlated department suggested above permits the various types of organization to remain intact but unites them into a co-operative enterprise. The unified department, however, unites the activities of the various organizations through a single organization.

b. How Such a Plan is Organized

To form this organization all the young people in the age-group which is being provided for meet together to follow the same preliminary steps as have been suggested on page 6-12, and to build their constitution in the same way. This organization is then the intermediate, senior, or young people's department of the church. It has its regular officers and committees and it carries the entire program of all the young people that make up its membership. In other words, the department now carries the programs formerly carried by the Sunday school, intermediate, senior, or young people's societies, and other clubs, meeting as often as necessary. Each of these departments has a Sunday-school session, a Sunday vesper or forum session, and week day or night activities in addition to the regular worship services of the church.

Forms of Organization—The principle underlying the organization of the unified department is that of a single organization carrying an integrated program. This single organization may take several different forms. The plans suggested in this leaflet below may be rearranged and adapted to meet special needs.

Form I. The simplest form of the unified department elects but one set of officers for the entire department for each age group. There is also but one set of committees. Each of these committees would naturally assume responsibility for one phase of the program. For example, under this plan the worship committee would carry the responsibility for the worship services in all the periods or meetings of the intermediate or senior or young people's department.

Form II. In adapting the unified organization to a particular situation it is often necessary to modify somewhat the simple form suggested above. The senior department, when it meets through the week for its activities, may divide for certain activities into two groups. Each of these groupings may need a presiding officer and a secretary. These officers will be related to the officers of the entire department, each presiding officer being a vice-president of the department, and the section secretaries being members of the membership committee of which the secretary of the department is chairman.

c. Officers, Committees, and Program

These are discussed in more detail in the appendix. See page 32.

V. WHAT ORGANIZATIONAL RELATIONSHIPS SHOULD BE CONSIDERED

1. THE DEPARTMENT AS PART OF THE CHURCH SCHOOL

Let us not emphasize the organization of the intermediate, senior or young people's department so strongly that we forget that each is related to the others and that all are parts of the educational program of the church and school. Occasionally we find a strong department becoming a law unto itself, neglecting to build upon the work done in the preceding departments, and failing to prepare for the departments

ahead. To avoid such a situation the church itself should be organized with a committee of religious education to see that the respective departments become a part of the church.

2. RELATIONSHIPS WITH INTER-CHURCH AND EXTRA-CHURCH ORGANIZATIONS

If any part of the department is organized along the lines of or wishes to have relationships with any inter-church or extra-church organizations, such as Christian Endeavor, Y. M. C. A., Y. W. C. A., etc., certain organizational relationships may be desired. Relationships to national organizations should not interfere with the organization within the church and school. Of course, there are cases where adaptations have to be made but the ideal should be kept in mind.

3. RELATIONSHIPS WITH DENOMINATIONAL HEADQUARTERS

These will be maintained through the regular channels.

VI. HOW SHALL WE MEET THE PROBLEM OF FINANCE?

The problem of finance is one of the most difficult of the problems of administration. Experience shows that the problem is increased because of unbusinesslike methods of procedure. Groups are discovering that the building of a budget helps to solve the problem of finance. If the group is building a unified budget either in connection with the correlated department or the unified department, care must be taken to see that the objects of all the organizations represented are included. The society for example may have been carrying a list of missionary objects to which it is giving and so in the final budget these objects are considered and taken care of as the group may decide.

Here again the leader will follow the democratic method of procedure. The following questions are suggested as helpful in the discussion of budget and in arriving at the decision necessary to its construction.

1. WHAT IS A BUDGET?

A budget is a statement of estimated receipts and expenses for a definite period of time.

2. WHAT ARE THE ADVANTAGES OF THE BUDGET?

How will deciding upon a budget affect the planning of a definite program? How will this increase the efficiency of the work of our organization?

Of what value is it for the members of the group to know the exact expense of carrying their program? How may this create a feeling of partnership in the work?

How does the making of a budget help in balancing the giving of the group?

In what way does the making of a budget help to do away with "impulsive giving"? What are the objections to giving on impulse? What are the advantages of this method?

Which is the better plan, "impulsive giving" or the giving of a definite amount regularly? To which of these methods is the budget plan better adapted?

How does the acceptance of a budget help to establish right habits in the handling of money?

3. HOW SHALL WE PREPARE OUR GROUP FOR THE BUDGET PLAN?

What is the value of having the whole group discuss the advantages of the budget? Would it be better for a committee to decide whether or not we shall have a budget and report to the group?

How will a discussion of the principles of stewardship help in preparing the members of the group for careful consideration of the budget plan? How may we present these principles? Some groups have found it valuable to take ten minutes or more of each devotional meeting for a few weeks previous to the consideration of the budget, for discussion of the principles of stewardship. Helpful leaflet material is available through the boards of the various communions.

4. HOW SHALL WE GO ABOUT THE BUILDING OF A BUDGET?

For what do we use the money which our group contributes? List the various uses which were made of the money last year. This may be done from the treasurer's report. As you look over these you will see that they fall into two divisions, the money spent for ourselves and the money spent for others.

How much did we need for running of our group last year? In our new budget, how much shall we put down for ourselves? How much do the various committees need? What other money ought we to have?

How much did we give to others last year? What denominational responsibilities do we have? To what special objects shall we give?

Complete information regarding denominational responsibilities and program material may be secured by writing the various denominational publishing houses, mission boards, and boards of Christian Education.

5. HOW SHALL WE RAISE THE MONEY WE NEED?

What kind of publicity should we provide? How can we tell all the members of our group about the budget and our budget plans and needs? Shall we have a banquet or social evening of some kind?

How shall we secure the pledges of the group? What kind of pledge cards shall we have? Shall pledges be on a weekly or a monthly basis?

How shall we canvass the members of the group? Shall we ask those at the banquet or the social evening to contribute, or shall we plan something similar to the every-member canvass? Shall we expect each member of the group to give something? Would it be wise to ask for a definite amount or would it be better to allow each to contribute as he may decide?

How shall the treasurer keep track of the payment of pledges? Will an envelope system be practical? When shall the treasurer make payments to the boards?

Shall the treasurer have a bank account and pay all bills by check? What authority shall we ask him to have before he pays bills, the vote of the entire group or of the executive committee, or the O. K. of the president?

What kind of record books shall we ask the treasurer to keep? What plans shall we have for auditing these books? How often shall this be done?

How often shall we ask the treasurer to report to the group?

APPENDIX

I. SIMPLIFIED PARLIAMENTARY LAW

1. ORDER OF BUSINESS

a. Meeting called to order by the president, who rises and says, "The Meeting will please come to order."

b. Opening devotional period.

c. Reading of minutes of the last meeting.

Example:

The president says, "The secretary will read the minutes of the last meeting."

After the reading the president asks: "Are there any additions or corrections to these minutes? If not, they stand approved as read" or "If there are no corrections the minutes stand approved." If there are corrections the chair informally directs them to be made unless there is an objection, in which case a formal vote as to the wording is necessary. If the minutes are approved and an error is noted later, a vote is required for their amendment.

d. Reports of committees, called for by the president.

Standing committees.

Special committees

Example:

In each case the president calls upon the chairman of the committee to make the report. A motion to accept or adopt the report must then be made and seconded. After this has been done the report is open for discussion and amendment as regular business. (See section on motions.)

President—"We will now have the report of the program committee."

Chairman reads report.

President—"Will someone move that this report be accepted?"

Member—"I move that this report be accepted."

Second Member—"I second the motion."

President—"It has been moved and seconded that this report be accepted." "Is there any discussion or are there any corrections?"

Some discussion may follow.

President—"Is there any further discussion?" "If not, are you ready for the question?" (That is, ready to vote.)

If the members are ready to vote they say, "Question."

The President then says, "All those in favor say, 'Yes' (or 'Aye'). Opposed, 'No.' The report is accepted."

e. Unfinished business, that is, any business left over from previous meeting.

f. New business.

Example:

President—"We are now ready for the new business of the meeting which is the question of our choosing two delegates to represent our department on the inter-church city, or county

young people's council. Will someone make a motion in regard to this matter in order that we may discuss the question?"

Member—"I move that the department send two delegates, a boy and a girl, to the inter-church young people's council."

Second Member—"I second the motion."

President—"It has been moved and seconded that the department send two delegates, a boy and a girl, to the inter-church young people's council."

Discussion follows and threatens to become unending. Therefore, some member calls "Question," which means that the president must ask, "Are you ready for the question?" or the president may ask it on his or her own initiative, and so bring that matter to a vote. All business must be put in the form of a motion and seconded before it can be discussed and voted upon.

If it is decided to appoint the representatives the department then proceeds to elect the two persons concerned.

2. MOTIONS

a. Always rise when making a motion.

b. Always address the chair, saying "Mr. President," or "Madam President." The president or chairman then recognizes the speaker. A motion is not in order unless the speaker has been recognized by the chair.

c. State your motion as follows: "I move so-and-so—"

d. Motions must be seconded. It is not necessary to rise to second a motion.

e. After being seconded, discussion of the question is in order.

f. If there is a motion before the house, no other motion can be entertained except its amendment, the previous question, or a motion to adjourn, until the one before the house has been voted upon.

3. VOTING

Only members in good standing are entitled to make motions, to vote or to hold office.

There are four ways of voting—

a. By acclamation, or voice. The chair says, "All in favor of the motion say 'Yes' (or 'Aye'): Opposed, 'No.'"

b. By standing or by raising of hand. For description of terms, see page 23.

c. By ballot, that is, by distributing slips of paper and allowing each member to write "yes" or "no" or a name upon the ballot.

d. By calling the roll, or "ordering the yeas and nays." Balloting permits the freest expression of opinion and is best where opinion differs widely, or where personal feelings are involved. Acclamation is used for ordinary motions.

Do not permit proxy votes, that is, allowing absent members to have someone else vote for them.

Explanation of majority and plurality vote: In an election a candidate's **plurality** is the number of votes which he has in

excess of the votes of any other (especially the next) candidate for office; he has a **majority** when he has more than half the legal votes cast, ignoring blanks. For example, suppose the total number of votes cast is 100.

A receives 45 votes
B receives 40 votes
C receives 15 votes

A has a plurality of 5 over B (or of 30 over C) but has not a majority vote, for the majority of a total number of votes of 100 would be 51 or more.

4. AMENDMENTS

a. An amendment is a motion, the object of which is to change or modify a previous motion.

b. An amendment must be seconded.

c. An amendment is debatable.

d. An amendment may be amended.

e. The proper form for an amendment is, "move to amend the motion by doing so-and-so."

f. Methods of amending:
Striking out a certain word or words, or a sentence.
Inserting or adding certain words, or a word or a sentence.
Substituting a motion for the one being considered.

Example:

"I move to amend the motion by striking out the words 'more than fifty years old.'"

5. EXPLANATION OF TERMS

The House—the organization, the class, department, society, club, etc.

The Meeting—the gathering of the class or department members.

Quorum—the number of members necessary according to the constitution or by-laws to carry on the business, as one-half, or two-thirds.

To Make a Motion—to propose that a certain thing be done by the class and department. It must be "seconded," that is, approved by a second person in the words, "I second the motion."

To Amend—to change or modify a motion.

To Adjourn—to dismiss or to end a meeting.

Minutes—the record or report of work of each meeting, kept by the secretary.

The Question—the business before the house.

The Chair—the presiding officer, usually the president.

To Address the Chair—to speak to the presiding officer, "Mr. Chairman," or "Madam President."

To Ballot—to vote by the casting of ballots.

Majority Vote—the votes of one more than half of the members present at the meeting—unless otherwise stated.

Ex-officio—by virtue of office—"The President is ex-officio member of that committee."

To Obtain the Floor—to obtain the right to speak, permission and recognition being given by the chair. No one may speak unless recognized by the chair.

A Standing Committee—a committee provided for in the constitution, appointed for the year, or some other definite period of time.

A Special Committee—a committee appointed for some particular purpose.

To Lay on the Table—To suspend discussion on a subject for the time being.

Pro Tem—for the time being, as secretary pro tem, acting in the place of the secretary who is absent.

To Call for the Previous Question—to move that the motion as originally stated be put to vote.

6. MINUTES

The minutes report what was done. Every motion should be recorded, whether lost or carried. Details of reports are not necessary. Resolutions, if adopted should be recorded in full.

A vote by ballot should be recorded, showing the number of votes on each side. The minutes must not criticize either favorably or unfavorably.

Minutes should be written on the right-hand page of the book only, leaving the left for corrections or amendments. Paragraph frequently. Leave a two-inch margin. Minutes may be amended.

Example of Minutes:

The third regular meeting of the Conquest Class was held in the club room on Thursday, November 10 at 7:00 p. m., the President, Henry Wood, in the chair.

There were twelve members present.

The meeting was opened by repeating the class slogan.

The minutes of the last mid-week meeting were then read and approved.

The treasurer gave his report, showing balance in hand of 50 cents. It was moved by John Jones and seconded by Stanley Wood that this report be accepted. Carried.

John Jones presented the report of the Games Committee. It was moved by Jack Smith and seconded by Donald Rice that this report be accepted. Carried.

It was moved by Russell Stewart and seconded by Raymond West that, in the Christmas party to be given by the department for the two families assigned us by the Neighborhood Workers, the Conquest Class take as its share the filling of the Christmas stockings. Carried.

It was moved by Raymond West, and seconded by John Jones that Jack Smith and Russell Stewart be a committee to purchase the material for the stockings.

It was moved by Clarence Kennedy and seconded by John Jones that the business meeting adjourn.

The devotional period was conducted by Paul Weaver.

Mr. Williams then gave a very interesting and helpful talk on "A Good Sport," and taught us several group games.

The evening closed with the class ritual.

(Signed) Henry Wood, President

(Signed) William Jeffreys, Secretary

The President does not sign the minutes until after he declares them approved.

II. SAMPLE CONSTITUTION OF AN ORGANIZED CLASS

ARTICLE I. Name.

The name of this class shall be the Conquest Class of the intermediate department of the First Presbyterian Church.

ARTICLE II. Purpose.

The purpose of this class shall be to unite its members in a spirit of friendliness and service, to win others to its membership, and to stand for the best things at home, at school, at work, and in the church and community.

ARTICLE III. Colors and Insignia.

Section 1. The colors of this class shall be blue and white.

Section 2. The insignia of this class shall be a Greek Cross in white upon a field of blue. This insignia shall be in the form of a round celluloid pin or of a round felt sweater emblem.

ARTICLE IV. Membership.

Section 1. Any member of the intermediate department of the church school shall be eligible for membership provided he desires to live up to the standards of the class.

Section 2. New names for membership shall be presented to the class at least one week before they are voted upon. New members shall be received at the meeting following their election, providing they have satisfied the membership requirements.

ARTICLE V. Fees.

The regular fees of this class shall be ten cents a month, payable on the first meeting of each month.

ARTICLE VI. Officers.

Section 1. The officers of this class shall be a president, a vice-president, secretary, and treasurer.

Section 2. Duties of officers shall be those which usually belong to the officers named.

ARTICLE VII. Committees.

Section 1. The committees of this class shall be executive, membership, program, service, and social. (Mission study and

service may be carried by the committees on program and service.) The first four shall be standing committees for the year. The social committee shall be changed every three months.

Section 2. The class leader shall be a regular member of the executive committee and ex-officio of all others.

Section 3. Duties of committees. (These may be outlined in detail.)

ARTICLE VIII. Meetings.

Section 1. The regular meetings of this class shall be held each week on Sunday morning and on Friday evening at 7:30 o'clock.

Section 2. The last meeting each month shall be a business meeting.

ARTICLE IX. Quorum.

A quorum shall be constituted when two-thirds of the regular membership of the class are present.

ARTICLE X. Amendments.

This constitution may be amended at any regular business meeting of the class at a regular meeting at least one week previous to the business meeting.

III. NAME, SLOGAN AND CEREMONIALS FOR AN ORGANIZED CLASS

1. NAME

Local groups will want to be connected with the ideals of THE CHRISTIAN QUEST. They can accomplish this by adopting the name "The Christian Quest" and linking it with any name they may choose for their local group. Suggested procedure for registering as a **Co-operating Christian Quest Group** are given on page 35.

Each group will probably want to choose also a local name for itself. The name selected should have some real significance. It may be chosen because of some historic event which occurred in the church or community. It may be the name of some man or woman who has achieved greatness in service to the community, the church, the nation, or the world. It may be some other name that carries a challenge to the group, similar to the names suggested in the following list:

Tried and True
Good Fellowship
The Up and Doing Class
Friendly Fellows
Invincibles
Minute Men
Always Faithful
Friendly Class
Crusaders
Live Wires
The Actives
Fidelity
Loyal
The Winners
Bible Searchers
Tri-C (Comrades, Co-workers, Christians)
Companions
Covenant
Strivers
Four M's (Manliness in Muscle, Mind, Morals)

Comrades of the Cross
Excelsior
Reliables
Standard Bearers
Heralds of the King
Keystone
Conquest
Progressive

2. SLOGAN

The Slogan of the Group is usually a brief summary of the purpose, and should be more than a well-sounding phrase. It should be a dominating motive and should frequently be used to stir the group to greater activity. Just as "Be Prepared" and "Do a Good Turn Daily" have helped to make the Boy Scout Movement powerful, so the group slogan can do much to make the organization successful. The following are suggestive group slogans:

Always Faithful
Dare to Do Right
For Christ and His Kingdom
Go Right on Working (G-R-O-W)
Like Christ
Serving the Lord
Conquering Through Jehovah
Forward
I am Among you as He that Serveth
Look Up, Lift Up
Fervent in Spirit
Onward and Upward
The World for Christ
Thy Word is a Lamp unto My Feet
In the King's Business
We Mean Business
His Will—Our Will
Doers and Not Hearers Only
Fear Not, Faint Not, Falter Not
Praise, Prayer, and Practice
Search the Scriptures
Study to Show Thyself Approved Unto God
Vision, Vigor and Victory
We Do Things
Work to Win
Our Motto: Others

3. CEREMONIALS

These are used to give a deeper significance to opening, initiation, closing and other features in the program. They mean most when they are developed by the group itself. Suggestions along this line can be secured by writing to the address on the title page of this pamphlet.

IV. SUGGESTED DUTIES OF OFFICERS

(Each group should itself define the duties of its officers)

The President shall preside at all sessions of the group and at all meetings of the executive committee. With the approval of the group, or of the executive committee, the president may appoint all special committees or have them elected by the group itself. The president shall be an ex-officio member of all the committees. The president shall share with the adult leader the chief responsibility for the welfare and progress of the group. To this end the president shall keep in close touch with the other officers and endeavor to give every individual member of the group opportunities for active service.

The Vice-President, in the absence of the president, shall have all powers and duties of the president. The vice-president shall also assist the president in every way possible. The vice-president may be the chairman of an important committee. Where there is more than one vice-president, some provision shall be made as to which shall preside in the absence of the president.

The Corresponding Secretary shall keep the group in continuous contact with other groups and with various departments of the church boards. The duties of the corresponding secretary shall therefore include correspondence with other groups for the purpose of securing available program materials and the presentation of these materials to the chairman of the appropriate committees for their help in planning program activities. The corresponding secretary shall also keep in touch with the leaders of young people's work of the denomination and the state and provincial council of religious education.

The Recording Secretary shall keep a roll of the members of the group and record their attendance at the regular meetings. Shall keep accurate minutes of the meetings and read the minutes to the group, and shall file the written reports of all the officers and committees. The recording secretary shall notify absent members of their appointment to office, and committees, and shall also notify all members of any special meetings of the group.

In some groups the duties of the corresponding secretary and the recording secretary are given to one officer who is called the secretary of the group. Minutes of other records should be kept neatly in a separate book used only for that purpose and should constitute a full record of all meetings and activities of the group. Particular care should be given to the recording of the business transacted at the regular business meetings.

It may be worth while for the secretary to keep a group chronicle in which special events may be recorded in essay or story form with snap shots, memo cards, programs, and the like for help of the group in planning future activities. The recording secretary, together with the president and the adult leader, shall be responsible for the preparation of the annual report of the group.

The Treasurer shall take charge of all the funds of the group, shall collect all dues, if any, pay all bills, as authorized by the group, including payment of benevolent pledges, and shall see that all these pledges are paid on time. If the class funds are at all large, the treasurer should always pay all bills by check keeping the receipt for money paid out and file all bills and receipts. A copy of the budget of the class should also be kept on file. The treasurer should keep accurate account of the income and the expenses of the class and check these up with the accepted budget.

The class leader or adviser, although not a regularly elected officer of the group, should occupy an important position in the duties of the officers. The leader should act as an adviser to all the officers and should be an ex-officio member of the executive committee and all other committees.

V. SUGGESTED DUTIES OF COMMITTEES

The number of committees which the group has will be determined by the type of program which it plans to carry on. The following list is therefore merely suggestive. Each organization as it builds its constitution should determine the committees needed and should define the duties of each. The chairman of standing committees may be elected by members of the class or may be appointed by the president in consultation with the other elected officers. The members of the committees may be appointed by the chairman consulting together, or may be elected by the group itself. No member of the group should be asked to serve on more than one committee at a time. An attempt should be made to place each member of the group on the committee where he will be most interested and render the best service. At the same time it will be necessary to keep the committees small so that all will be efficient. New members as they are elected may be placed on some committee. It is well to remember, however, that the purpose of committees is not to include all the membership of the group, but to get certain work done which the group requires. The efficiency of the committee, therefore, will be of first consideration.

The Executive Committee should be composed of the officers of the group, together with the committee chairmen, the president being the chairman of this committee. The executive committee should be responsible for the entire program. The chairman of each of the standing committees reports plans to the executive committee for approval, in order that all plans may be kept clear and the program made complete.

The Program Committee should be responsible for planning the year's work of the group. It should plan for varied meetings, some that would be educational, some led by outside speakers, and should work in close touch with other committees that have responsibility for special meetings.

The Membership Committee should be responsible for maintaining the attendance of the members of the group at the regular meetings and for directing the entire group in securing and welcoming new members. This committee should help the publicity and should enlist all the members of the group in greater loyalty to church, Sunday school and class.

If the group desires some kind of recognition service in connection with the reception of new members, this committee should prepare the service in consultation with the leader or adviser.

The Social Committee should seek to provide for Christian fellowship and should suggest ways of occupying leisure time with worth while activities. This committee should be responsible for the good times of the group both in-doors and out, and should plan for these good times two or three months in advance. The executive committee will advise with the social committee in avoiding the overlapping of these plans with other special meetings.

The social committee may appoint special chairmen for different events, provided this plan meets with the approval of the

executive committee. This is especially desirable where the work of the social committee is heavy.

The Service Committee should be responsible for the special missionary elements in the program. This will call for working closely with the program, the service and other committees of the club.

Additional Committees should be appointed as special elements in the program demand. For example, the group may appoint a Stewardship Committee, Morning Watch Committee, a Personal Workers Committee and the like.

VI. MEETINGS OF THE GROUP

1. WORSHIP PERIOD OF THE DEPARTMENT

The class is present to receive training in worship through participation and fellowship. The class may be asked to take over the planning and leadership of certain worship services. In a small school such classes meet with those of other age-groups.

2. STUDY PERIOD

This instruction period of the class on Sunday is in the hands of the teacher. The President presides at the opening of the class period. Brief prayer and reports of Secretary and Committees may be heard. The class records are taken by the secretary while the treasurer receives the offering unless it is received as a part of the worship period of the school. All class business should be transacted at the week-day activities meeting, so as to leave the Sunday class period free for study and uninterrupted discussion.

3. ACTIVITIES PERIOD

The class will meet during the week for activities. The best results are secured with a weekly meeting, but if this is impossible, there is much to be gained by a semi-monthly or monthly meeting. At this meeting the officers preside and carry on the program which may include such things as: Devotional period, business, discussions, talks, games and refreshments, etc.

4. COMMITTEE MEETINGS

We have outlined the possible committees or the fields of work for committees in the organized class. Experience seems to verify the conviction that short term committees are more efficient and practical than long term committees. There are, however, several communions that call for certain committees in the standard for an organized class. The leader in that case will want to recognize this but at the same time may apply the principle of short term committees.

It might be stated also that most classes have too many committees. If the class is to have standing committees at all, the executive, and two or not more than three is all the average class can keep at work. Exception to this might occur where there is a large young people's class. Better results will follow if the task is clearly outlined and the committee is challenged with it than to have so many committees just to meet the demands of convention or standards.

The executive committee should meet at least bi-monthly. On this committee should be the teacher, class officers, and a few young people out of the membership who had special ability as in worship, recreation, service. This committee should plan in general the program of the class, including the Sunday program of worship and study. Then the different phases of this program should be allocated to the different committees. If standing committees are used then the chairman of these should be on the executive committee. If not, then a special worship committee should be appointed for a period of one month with suggestions from the executive committee. The same policy may be followed with respect to hikes or socials and a definite service project. Some activities as reading missionary books are best handled by the class officers themselves.

Some classes have definite standards of work for committees. If a member fails to do the work assigned to that committee, especially after the class is clear and he is interviewed and if unwilling to do what he can and ought to do, he is promptly removed and another person given his place of service. This action helps to add dignity to the work of the committee.

It has been found helpful to use the class officers in the average class to head up committees. The president could take care of worship committee, the vice-president the program, and the secretary the membership, and the treasurer, the finance.

VII. SUGGESTED COMMITTEES FOR CORRELATED PLAN

The Executive Committee composed of the officers and committee chairmen of the Council. This committee should supervise the work of the council and serves as the church life committee of the correlated department.

The Worship Committee is responsible for all worship services where the Intermediate, Senior or Young People's group meet as a whole. It may also determine worship themes to be followed in all the organizations and decide the amount of emphasis to be given to these programs in each. The purpose of the committee is to see that adequate opportunity for worship is given to all members of the department.

The Recreation Committee is responsible for any recreational gatherings of the department. It will also see that recreational programs of the various organizations do not overlap and that sufficient emphasis is placed upon recreation to meet the needs of the entire group.

The Service Committee is responsible for any united plans in the field of service, including united missionary activities. This committee will see that the organizations are including service in their programs, will help them to avoid overlapping and will work for co-operation, in the giving for special objects, through the various missionary and educational boards of the commission.

Interchurch Life or Community Committee has the duty of keeping in touch with all community programs for young people.

Other committees may be added to these as the work of the Council demands them.

VIII. OFFICERS, COMMITTEES, AND PROGRAM FOR THE UNIFIED PLAN

1. Officers.

President—With the usual duties of this office.

Vice-President (One or more)—Each Vice-President should be made responsible for a certain specific phase of the work of the Department.

Secretary—Keeps the records of the Executive Committee, acts as Corresponding Secretary and serves as Chairman of the Membership Committee.

Assistant Secretaries—Keep records for specific phases of the work.

Treasurer—Handles funds of the Department, serves as Chairman of the Finance Committee and pays out money on vote of Executive Committee.

2. Committees.

The Executive Committee—Composed of officers and committee chairmen with some adult representation.

The Advisory Committee—Composed of the adult leadership in the department, together with some representation from the boys and girls themselves. The Advisory Committee may elect its representation on the Executive Committee and the Executive Committee may choose its representatives for the Advisory Committee.

The Committee on Worship—Responsible for planning the worship programs of the department including the worship period at the beginning of the Sunday school session, the worship program in connection with the expressional or society period and advising any other worship services of the department.

The Committee on Program—Responsible for the Society or expressional meeting of the department, suggesting topics, leaders, and so forth. In some departments this responsibility is given to the Committee on Worship. The Committee on Program may also carry other program responsibilities as determined by the group. Responsible for special study and discussion courses in connection with the church school, vesper or forum and through-the-week activities.

The Committee on Recreation—Responsible for the social and recreational meetings and activities of the department.

The Committee on Service—Responsible for planning the service program including the missionary activities of the group.

The Committee on Membership—Responsible for checking up on the attendance of members at all of the meetings of the department and for leadership in the securing of new members. This committee has the Secretary as Chairman.

The Committee on Finance—Responsible for building the budget of the department and for handling its finances. This committee has the treasurer as Chairman.

Inter-church Life or Community Committee—It shall be the duty of this committee to keep in touch with all community programs for young people.

3. Program.

The organized class is in reality a unit of the organized department. In the Intermediate and Senior Departments, at least, the

class is the sex-segregated unit for the carrying forward of those phases of development in the life of youth that can best be achieved in a sex-segregated group. It will thus be seen that the class is an integral unit of organization in the Unified Department.

The society's program is now integrated into that of the unified department. The department with its officers and committees, meets at the Vesper hour and follows much the same type of program for that meeting as is followed by young people's societies when independently organized. Other elements of the separate society program such as the monthly business meeting, the "Social," the service plans, and activities, are now a part of the program of the unified department. The through-the-week activities carried on are the program of the department projected through the whole week. As far as possible the groups meet together as a department with such segregation for the sexes as the program makes desirable.

FURTHER TRAINING FOR LEADERS OF YOUTH

The successful leader of youth is continually growing in leadership capacity. Therefore, it is suggested that, in addition to the diligent use of these materials and of others that may supplement and enrich them from time to time, the devoted and ambitious leader will avail himself or herself of some of the following opportunities for further equipment in leadership:

(1) **The Standard Leadership Training Curriculum** developed co-operatively by forty denominations in North America. Many of the best leaders cover two units of this course each year in local church, community, or summer schools. Full information can be secured from the denominational headquarters, state or provincial offices, or the International Council of Religious Education.

(2) **Reading of Books.** The lists given in these materials will help. "A book a month" is the purpose of many.

(3) **Reading of Magazines.** All leadership journals issued by the denomination should be used. The International Journal of Religious Education serves the forty denominations co-operatively (5 South Wabash Ave., Chicago, Illinois).

(4) **Conferences, conventions, and leadership institutes.** Information as to these can be secured from denominational, state, and provincial headquarters.

(5) **Workers' conferences in the local school.**

(6) **Summer schools and summer training camps and conferences.** These are conducted widely throughout the continent by denominations, co-operative councils, and the International Council of Religious Education. Full information can be secured by writing the headquarters concerned.

FURTHER READING FOR LEADERS OF YOUTH

1. **Religious Education in General**

How to Teach Religion—Betts
Church School Administration—Ferguson
What is Religious Education—A. J. W. Meyers
The Project Principle in Religious Education—Shaver
Training the Devotional Life—Weigle and Tweedy
The Organization and Administration of Religious Education —Stout
The Educational Task of the Local Church—Bower

2. **Religious Education of Youth**

Handbook for Workers with Young People—Thompson
Leaders of Girls—Espey
Community Forces for Religious Education—Early Adolescence —Fiske
Group Leaders and Boy Character—Gregg
Leaders of Youth—Harris
Youth and the Church—Maus
Youth Organized for Religious Education—Maus
Girlhood and Character—Moxcey
Religious Education of Adolescents—Richardson
Psychology of Adolescence—Tracy
Agencies for Religious Education of Adolescence—Munroe
Church's Program for Young People—Mayer
Teaching Adolescents in the Church School—Shaver
Teaching the Youth of the Church—Maus
Psychology of Early Adolescence—Mudge
Psychology of Middle Adolescence—Moxcey
Psychology of Later Adolescence—Mudge
Famous Hymns—Bonsall
Indoor Games and Socials for Boys—Baker
Games for the Playground, Home, School and Gymnasium—Bancroft
Studies in Adolescent Boyhood—Burr
Stories for Talks to Boys—Cheley
Following the Dramatic Instinct—Ferris
Girls' Clubs—Ferris
The Dramatic Instinct in Religious Education—Galloway
Graded Social Service for the Sunday School—Hutchins
Pageantry and Dramatics in Religious Education—Meredith
The Church at Play—Richardson
Phunology—Harbin
Handy—Recreation Service, Chicago
Games—Laporte
Drama in Education—Overton
A Church and Community Program of Recreation—Powell
Young People's Work for Young People—Kirkpatrick
The Christian Endeavor Manual—Clark

Additional program materials for each age group, Intermediate, Senior, and Young People, including Sunday-school lessons, home and foreign mission study text books, Young People's Society programs and materials, and helps for class and club activities may be secured by writing the Missionary Boards, Boards of Religious Education and Publishing Houses of the respective denominations.

Season of 1927-28 Date .....

ENROLLMENT OF CO-OPERATING CHRISTIAN QUEST GROUP

Note: In order to secure the best results from the use of these materials the Committee believes that EACH GROUP USING THEM SHOULD BE LISTED IN THE HEADQUARTERS OFFICE OF THE ORGANIZATION TO WHICH IT BELONGS. In this way suggestions can be sent to the group and the group can in turn report its experience for the guidance and help of others. For this purpose this form for such enrollment is provided.

We hereby register the following group as one that is willing to co-operate in using the materials of the Committee on Religious Education of Youth, and in reporting the results.

1. Connection of the Group.

Name .....

Name of Church or other organization .....

(Please give name of group, such as Organized Class; Organized Department; Young People's Society; Hi-Y Club; Girl Reserve Club, etc. Also be specific in naming the church or other organization.)

2. Program of the Group.

We agree to give the materials issued by the Committee fair trial and diligent use by undertaking as many as possible of the plans proposed.

Three Months? ..... Six Months? .....

3. Our Organization.

President's name and address .....

.....

Secretary's name and address .....

.....

Adult Leader's name and address .....

.....

Committees .....

No. of members ..... No. Male .....

No. Female ..... Age Range .....

4. We agree to report to our own headquarters agency the result of our experience in the use of the plans proposed and of any others used by us.

Send this form to the headquarters of the agency with which the group is connected, such as denominational board, or other agency. If such address is not available, send to Secretary of Committee on Religious Education of Youth, 5 South Wabash Ave., Chicago, Ill., **by whom the form will be forwarded at once to the proper office.**

CO-OPERATING GROUPS WILL RECEIVE WITHOUT CHARGE AT INTERVALS SUGGESTIONS IN REGARD TO THE USE OF THESE MATERIALS

From "How a Leader Uses Organization"

REPORT OF EXPERIENCE
of
CO-OPERATING CHRISTIAN QUEST GROUP
for use of
COMMITTEE ON RELIGIOUS EDUCATION OF YOUTH

Name of Group Reporting .....

Name of Church or Other Organization .....

.....

1. **Getting Acquainted**—Was this done?
   How? What results?

2. **Unifying the Group**—Was this done?
   How? What results?

3. **Setting the Goal**—Was this done?
   How? What results?

4. **Studying the Growth of the Members**—Was this done?
   How?
   Plan I Plan II Plan III

5. **Building the Group Program**—Was this done?
   How? What was planned?

6. **Choosing the Members' Purpose**—Was this done?
   How?

7. **Choosing the Leader's Objectives**—Was this done?
   How?

8. **Carrying Out the Group Program**—Was this done?
   How? What results?

9. **Testing the Results**—Was this done?
   How? What results?

10. **What else** did the group do?

Note: If the items on this page have already been reported on for your group in connection with some other pamphlet, it is not necessary to repeat them here.

See other side of this report on which to report on this pamphlet "How a Leader Uses Organization."

REPORT ON THIS SECTION "HOW A LEADER USES ORGANIZATION"

In what ways was this section used?

How were you organized before using this pamphlet?

How did this pamphlet affect your organization?

Did you use correlated plan?

Describe .....

Did you use unified plan?

Describe .....

In what ways was this section helpful?

At what points did you want some specific help that this section did not provide? (Name in detail the sort of help you wanted.)

At what points was the material weak, or impracticable?

Please name those sections in this material that meant nothing to you. Give reasons.

Please describe in detail the ways in which you would suggest that this section be strengthened.

No. in group ..... Male ..... Female .....

Age Range .....

Time covered by this report .....

President's name and address .....

.....

Secretary's name and address .....

.....

Adult Leader's name and address .....

.....

Send this report to the headquarters of the agency with which the group is connected, such as denominational board, or other agency. If such address is not available, send to Secretary of Committee on Religious Education of Youth, 5 South Wabash Ave., Chicago, Ill., **by whom the form will be forwarded at once to the proper office.**

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